

University Committee Charge

Review the University Committee Policy

<https://itwin.thomasmore.edu/Policy/Home/Policy?policyID=13>

Submit form to the President via Cabinet



THOMAS MORE
UNIVERSITY

University Committee Information	
University Committee Name	Internal User Group
<input checked="" type="checkbox"/> Standing University Committee <input type="checkbox"/> Ad Hoc University Committee. Indicate completion date:	
Who will oversee the committee? It should be the President, Vice President, Provost, or other Cabinet member.	Vice President for Strategy and Impact and Chief of Staff
Committee Charge	
<p>The Internal User Group has been established to monitor the services provided by Jenzabar, identify issues, and make recommendations for improvement. The group will work to improve communication, processes, and efficiency related to Jenzabar and IT services at Thomas More University. Members of the group will present needs for their area and identify related tasks. The group will prioritize these tasks in alignment with institutional goals and make recommendations through the budget process when appropriate.</p> <p>The group will meet quarterly.</p> <p>Responsibilities of members:</p> <ol style="list-style-type: none">1. Data and process owner for their department<ul style="list-style-type: none">o Responsible for knowing the current capabilities of the administrative system and implementing/improving business processes as necessary.<ul style="list-style-type: none">▪ Must keep up to date with enhancements as they are made to the system.▪ Must be familiar with the training resources below.o Train new individuals within the department on data standards and business processes.o Ensure data standards are followed and data accuracy for reporting.o Lead document management within the department using J1 Document Storage.2. Documentation of data standards and business processes<ul style="list-style-type: none">o Create, maintain, and review documentation of business processes, business rules, and data standards.o Develop and maintain the departmental business process calendar. Identify items which require IT Assistance.o All documentation is stored on the wiki (http://wiki2.thomasmore.edu).3. Liaise with IT Services<ul style="list-style-type: none">o Serve as first line of support within department – will investigate and triage all issues, gather relevant details, and submit support requests as needed.o Prioritize IT-related tasks for their department.o Work with Jenzabar and IT services to coordinate training within the department.4. Liaise with Institutional Research<ul style="list-style-type: none">o Understand, review, and validate reports available in J1 and SSRS.o Determine additional reporting needs and work with Institutional Research.	

Committee Composition	
Committee Chair	Selected by the Vice President for Strategy and Impact and Chief of Staff. The Chair should be a Thomas More employee.
Additional Committee Members by position:	Director of IT – Jenzabar IT Associate Manager – Jenzabar Systems Analyst II – Jenzabar Director of Institutional Research Department representatives/Super Users from each area: <ul style="list-style-type: none"> • Academic Affairs • Admissions • Advising • Athletics • Bursar • Campus Safety • Controller • Financial Aid • Human Resources • Institutional Advancement • Library • Registrar • Student Affairs

Completed University Committee Charge will remain on file in the President’s Office and University Archives. It will also be included as an appendix to the University Committee Policy.

Approved by President: Dr. Joseph L. Chillo Date: August 7, 2024